

Louisiana Purchasing News

Director's Message *By Denise Lea*

The busy season is upon us as we approach the end of another fiscal year and begin a new one. We hope that this will be a smooth process for all.

As you are identifying your needs next fiscal year, we ask that you identify opportunities for us to create new contracts for your repeat purchases when the dollar value warrants a contract and let us know how we can improve existing contracts.

Congratulations to all of you for a job well done all year! We appreciate your cooperative efforts put forth working with our office.

Please keep in touch and let us know if we can be of assistance to you.

OSP Spotlight

Technology

The Office of Information Technology has relaxed its requirements for submitting an IT-10 for approval. In accordance with Information Technology Bulletin 02-02 Rev. 2, dated October 5, 2004, examples of IT expenses that no longer

require an approved IT-10 from OIT are:

- Continuation of an existing contract, multi-year lease, lease purchase, or finance agreement for equipment that has been approved by OIT through an IT Request.
- Hardware and software maintenance renewal contracts-Object Code 2820 Maintenance of Data Processing Equipment and Object Code 2825 Maintenance of Data Processing Equipment Software
- Acquisitions that were included in a previously approved IT Request (has been assigned a CIO Approval number) unless the project/initiative materially changes (i.e., change in technical approach or scope, increase in total costs by 15% or more).

OSP is requesting assistance from the agencies in these initiatives which exceed \$100,000.00 and require approval by this office. When submitting these initiatives for approval, please provide either the previous purchase order number, previous IT-10 >>

Office of State Purchasing

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Special points of interest:

- *Relaxed requirements for submitting an IT-10 for approval.*
- *New Delegation of Authority for Telecommunications Request*
- *LaMAS Agreements*
- *Comprehensive Equipment Maintenance Contract*
- *Mid-Range Office Furniture now available*

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approval number or the previous PST log number. Your assistance will help to speed up the approval process through this office.

If you have any questions, comments or need additional assistance, contact Mary Randolph, (225) 342-8025, Mary.Randolph@La.Gov.

New Delegation of Authority for Telecommunications Requests

Effective February 1, 2005, the Office of Telecommunications Management (OTM) delegated "the development and review of technical specifications without prior written approval by OTM to agencies, *commensurate with their existing State Purchasing delegated purchasing authority*, "for specific telecommunications supplies, equipment and services." This new authority is also in accordance with the latest Small Purchases Executive Order issued by Governor Kathleen Blanco.

A copy of the OTM memorandum can be found on the OSP website under Technology Center. If you have any questions or uncertainty regarding the procurement process for telecommunication goods and services, contact Tim Kemp at OSP, (225) 342-8021 or by email to Tim.Kemp@La.Gov.

What's New in the Fuel Community



OSP has recently encountered a few new buzz words in the fuel community, "American Jobs Creation Act of 2004" and "Ultimate Vendor."

According to the IRS, "The American Jobs Creation Act" is broad and covers a variety of areas. As it applies to fuel, the Act is applicable only to the fuel supplier, not to State or Local entities.

Suppliers are paying excise tax when they purchase fuel from the terminals. State and local governments should not pay the excise tax, since the tax has already been paid by the suppliers. Suppliers may request reimbursement of the excise tax from the Department of Revenue. The supplier should provide an exemption certificate to the agency and request that the agency complete the form, sign it and return it to him.

An "Ultimate Vendor" is a designation given to a vendor who has applied for and received a 637 Number Registration from the IRS. This 637 number allows the vendor, each quarter, to apply to Revenue for reimbursement of excise tax paid for on and off road diesel. To receive a 637 registration and designation as an "Ultimate Vendor," the vendor must provide proof to the IRS that they are a fuel supplier.

If you have any questions concerning "The American Jobs Creation Act of 2004" or "Ultimate Vendor" status, contact Dorothea Young, CPPB at (225) 342-8022, Dorothea.Young@La.Gov.

2005 LA NIGP Annual Educational Conference & Vendor Expo

The Louisiana "Lagniappe" NIGP conference will be held in New Orleans, LA on September 6, 7, 8, 9 at the Hilton Riverside Hotel & Conference Center. The conference promises to be educational and informative with 3 days of classes and a one day Vendor Expo Thursday, September 8. The expo will allow vendors to showcase their products or services to state and local governmental purchasing agents and property officers.

Check the NIGP website @ <http://www.doa.louisiana.gov/osp/NIGP/Index.htm> in the near future for more details.

For additional information, contact Tammy Grant, CPPB, at (225)342-8038 or email: Tammy.Grant@La.Gov.

Comings and Goings. . .

George Grazioso has joined the staff at State Purchasing as an Assistant Director. He comes to our office from the Division of Administration's General Counsel office where he has worked since 1993. Prior to joining state service, he worked for Capital Area Legal Services. George will eventually replace Sharilyn Livingston when she retires on January 5, 2006.

Welcome, George!

Food Focus

LDAF Grading & Certification Requirements

All State Institutions are required to use only meat, poultry and seafood products that have met all of the Louisiana Department of Agriculture's (LDAF) requirements of the Grading and Certification Program. This means that all meat, poultry and seafood products accepted by state institutions must be certified by the LDAF Grading and Certification Program. A LDAF Certificate must be presented at the time of delivery, and each individual container must have the appropriate number of Louisiana Certification Stamps (Meat & Poultry-3, Seafood-2). Items applicable to Act 749 (see below) are excluded from these requirements.

All vendors, both in state and out of state, are required to make their products available to LDAF grading and certification service in an approved State of Louisiana facility for certification prior to shipment to the receiving agency. Once LDAF certifies the product based on specifications outlined in the agency's purchase order, an official Louisiana Agriculture Products Grade Certificate is issued to the vendor stating that the product meets or exceeds the purchase order specifications. Appropriate Louisiana Certification Stamps are applied at this time. Product shall be accepted at final destination only if the container has the appropriate number of

Louisiana Certification Stamps and is accompanied by a current State Certificate.

Meat Products

Applicable meat products produced and packaged outside of Louisiana may be purchased, provided that the USDA Meat Grading and Certification Branch certify the product and that the product meets the specifications of the Institutional Meat Purchase Specifications (IMPS) number associated with the product.

Seafood Products

Applicable seafood products produced and packaged outside of Louisiana may be purchased, provided that the product meets the applicable technical requirements of the U. S. Standards and Federal Specifications of the U. S. Department of Commerce Seafood Inspection Program.

Poultry Products

Applicable poultry products are certified based on specifications outlined in the purchase order issued by the purchasing agency.

Eggs

A Poultry Products Grading Certificate (PY-210) issued at the plant of origin or at destination inspection, unless at destination eggs are not over 10 days of age on Federal Stamp and PY-210, must accompany shell eggs. Upon arrival at purchasing agency, an Agricultural Products Grade Certificate issued by the Louisiana Department of Agriculture and Forestry must accompany eggs.

Act 749

Public entities that have been authorized by LDAF to conduct self-certification under LDAF regulations must inspect and certify all food products at the time of delivery. The entity shall provide sufficiently trained or experienced personnel to ensure that all products are inspected in accordance with LDAF regulations. Entities are to maintain certification logs acceptable to LDAF showing the self-certification of all food products received by the public entity. Each delivery of a food product shall be logged at the time of self-certification. Each logbook shall be made available for inspection when requested by authorized representatives of LDAF.

For more information on the Louisiana Department of Agriculture and Forestry's Grading and Certification Program, contact Scotty Cumpton at (225) 922-1358.

LaMAS Agreements and Homeland Defense



State Purchasing has developed LaMAS Agreements for use by State Agencies and Political Subdivisions, incorporating the needs of First Responders. LaMAS Agreements are state contracts established utilizing Federal Government General Services Administration (GSA) prices as a benchmark. The State requires

that the manufacturer sell the products through a Louisiana Distributor. Purchases from LaMAS Agreements in turn benefit our State economy.

LaMAS Agreements related to Homeland Defense are in place for the purchase of Automated External Defibrillators, Fire Trucks, Public Safety Vehicle Lighting and Sirens, and Specialty Vehicles including, HAZMAT Vehicles, Mobile Command Centers, SWAT Vehicles, Bomb Mitigation, Surveillance Vans, Fire and Arson Vehicles, and Mobile Crime Lab. These contracts include complex products for which the development of bid specifications would be difficult. Many of these contracts offer tiered pricing for multiple purchases.

To review the contract details use the following links:

Automated External Defibrillators and Supplies

[Medtronic - Contract No. 405979](#)

[Zoll Medical Corporation - Contract No. 406095](#)

Fire Truck Contracts

[Ferrara Fire Apparatus Inc. - Contract No. 405733](#)

[Pierce Manufacturing, Inc. - Contract No. 405943](#)

Public Safety Light & Sirens

[Whelen Engineering Co. - Contract No. 405867](#)

Specialty Vehicles

[LDV, Inc. Contract - No. 405855](#)

Compare cost and product features where multiple contracts have been established within a for commodity. LaMAS Agreements are established for convenience; Political Subdivisions need only prepare a purchase order referencing the contract number and place their order. State Agencies will follow standard ordering procedures.

We anticipate additional suppliers and commodities participating in LaMAS Agreements in the near future. The Office of State Purchasing will post updates to the website as they occur. Use this link to check for new suppliers and commodities, <http://www.doa.louisiana.gov/osp/contracts/lamas/commoditiesopenforlamas.htm> or contact Ann Campbell via email at Ann.Campbell@La.Gov or by phone at (225)342-8043.

The rules, regulations and procedures for creating LaMAS Agreements are posted on the OSP website at <http://www.doa.louisiana.gov/osp/contracts/lamas/lamas.htm>. Agencies and Vendors interested in establishing LaMAS Agreements should contact OSP for assistance.

Contract Updates



Elevator Maintenance Contracts

It's time for you to send your requisitions to us for renewal or re-bid. Elevator safety is very important, so don't wait until the last minute to get your new contract in place.

If you have any questions, contact Tanya Angrum, (225) 342-8066, email: Tanya.Angrum@La.Gov.

Comprehensive Equipment Maintenance Management Contract No. 406092

Don't miss out on the convenience as well as great discounts that this contract offers! The Comprehensive Equipment Maintenance Management Contract has been re-bid. The new contract awarded to Specialty Underwriters, number 406092, will be effective July 1, 2005 through June 30, 2008 with even bigger discounts than the current contract, number 404895. Also, Radiology equipment has been added to the new contract.

Both are one-source contracts for the entire service delivery process, from dispatch to the service provider, management of the program, to invoice processing and payment by successful contractor to its service providers. The current and new program coverage includes all preventative maintenance as recommended by the original equipment manufacturer, corrective repairs, parts, labor (including overtime and holidays) and travel on the covered equipment. There are no deductibles on either contract.

Contract No. 404895

Expires: 6/30/05

Specialty Underwriters, LLC

General office, computer & electronic equipment: 27% discount

Hospital, laboratory & testing equipment: 20% discount

Contract No. 406092

Effective: 7/1/05 – 6/30/08

Specialty Underwriters, LLC

General office, computer & electronic equipment (new additions): 32% discount

Hospital, laboratory, radiology and testing equipment (new additions): 25% discount

General office, computer & electronic equipment (currently covered): 32% discount

Hospital, laboratory and testing equipment (currently covered): 25% discount

We are excited about the establishment of a contract with bigger discounts. We are confident that the convenience of this contract will be beneficial to all of its users. Enjoy!

For additional information or assistance, contact Tammy Grant, CPPB, via email, Tammy.Grant@La.Gov or phone (225) 342-8038.

Brand Name Microcomputer and Peripheral Contracts



New WSCA Contracts were awarded effective January 1, 2005. All WSCA Contracts are catalog contracts which allow

you to go to the vendor's website to configure equipment and obtain an e-quote.

When obtaining an e-quote, be sure to stay within the LA WSCA Website or you will not be receiving the correct pricing. E-quotes should not contain any freight charges for routine shipping nor should any sales tax be charged. Shipping terms are F.O.B. Jobsite. When obtaining an e-quote, a copy must be retained with the purchase order. This will be the only document to verify prices for auditing purposes. Also, a copy of the e-quote should be sent with the purchase order to the vendor.

When processing the purchase order, all WSCA orders must be made to the OEM manufacturer. If an authorized reseller has helped with your selection of equipment, you may type the name of the reseller in the body of the purchase order. Authorized Resellers are listed on the OEM Website. Purchase orders are not to be issued to the reseller. All WSCA purchase orders must contain the Louisiana contract number and the WSCA number.

WSCA CONTRACTS:

DELL COMPUTER (WSCA II #A63307)	403834
IBM (WSCA II #A63311)	404507
HEWLETT PACKARD (WSCA II #A63309)	404160
HOWARD COMPUTERS (WSCA II #A63310)	404524

Other Current Catalog Contracts are:

Versa Systems	405588
Apple Computers	404553

If you have any questions or need any assistance, contact Carolyn Thurston, CPPB, at (225) 342-8028 or email Carolyn.Thurston@La.Gov.

Telecommunications Products



With technological advancements and enhancements changing the products offered in the telecommunications market, two of our wireless contracts have gone through major revisions to update service plans and equipment. These are T-Mobile, contract number 405326, and Alltel, contract number 404776. The remaining contracts in effect continue to be updated offering the latest service plans and devices. Several of the contracts offer the latest Blackberry devices that allow for constant contact with an e-mail server.

Alltel (formerly CenturyTel)	404546
Alltel	404776
Centennial DeSoto	404545
Cingular Wireless	404544
Mobile Tel	404547
Nextel	404327
Sprint (recently purchased by Nextel)	404851
AT&T (recently purchased by Cingular)	404548
T-Mobile	405326
Verizon	404549

LONI - Currently in the procurement process is the Louisiana Optical Network Initiative (LONI) for the Board of Regents. LONI will create a state-wide higher education optical fiber infrastructure between universities across Louisiana that will allow for grid computing and other applications. High performance computers at the university sites will perform parallel processing allowing high speed and high capacity transport of technical research while sharing data bases along the routes. This is a high technology project that has the attention of higher education and computing communities across the nation. This is an example of an area where Louisiana is on the cutting edge.

Public Pay Telephones-Statewide. With BellSouth removing themselves from the pay phone market at the end of 2003, the following contracts have been established to continue this service:

Southern Louisiana Communications	405666
Primary award for Districts 1,2,3,4,5,6 and 8	
Decimal Inc.	405667
Primary award for District 7	
Midessa Communications	405669
Secondary award for Districts 1,2,3,4,5 and 8	

Delta Communications	405668
Secondary award for District 6	
Southern La Communications	405671
Secondary award for District 7	

The primary award for a given district is to be used first. The secondary award is only to be used if the primary award contract holder fails to provide service.

State Library Internet Service. State Purchasing has awarded a contract to BellSouth to provide Internet service to all public libraries in the state. Through the Federal E-Rate program, public libraries may secure Internet service at greatly reduced rates. Libraries that choose to participate may select the speed of Internet service that meets their needs. This contract number is 406102.

Contact Tim Kemp at (225) 342-8021 or email him at Tim.Kemp@La.Gov if you have questions regarding any of the referenced telecommunications contracts.

Fax Machines



The contracts for fax machines are effective 12/10/2004 to 12/09/2005. These contracts offer 2 machines for each specification level 1-7. The contract numbers, brands and prime contractors are as follows:

<u>Contract</u>	<u>Brand</u>	<u>Prime Contractor</u>
405876	Imagistics	Imagistics International
405877	Brother	Brother International
405878	Muratec	Muratec America
405880	Maintenance & Supplies	Allfax Specialties
	for Vintage Machines	

These contracts are for the convenience of the users and the use of these contracts is no longer mandatory.

Extended Warranties for fax machines purchased from these contracts are available. Extended Warranties cover the two (2) consecutive years following the end of the initial one (1) year warranty period. Using agencies may wish to consider purchasing an extended warranty at the favorable contract prices.

For additional information or assistance, contact Beckie Sicard via email, Beckie.Sicard@La.Gov, or phone (225) 342-6634.



Laser and Inkjet Toner Cartridges

Check out the savings potential to be found in the brand new Statewide Contract for Laser and Inkjet Toner Cartridges. All cartridges furnished under this contract are new OEM – manufacturers most frequently purchased by State users, including HP, Lexmark, Brother, Epson, Canon, and others.

Start cutting your printing costs by accessing **Contract No. 406111 to Beyond Technology.** This new contract offers black and color as well as MICR, toners, in standard yield, hi yield and ultra precise capacities. Contract delivery is five (5) days after receipt of order. All orders are FOB destination.

If you have questions, contact Augustine Jackson at (225) 342-8018 or Augustine.Jackson@La.Gov.

Prescription Eyeglasses Contract No. 406100

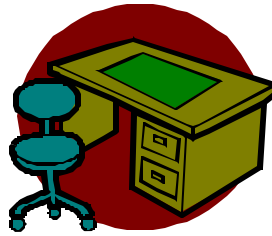


The Prescription Eyeglasses Contract No. 406100 has been awarded with an expiration date of January 31, 2006.

This completely revamped contract includes specific frame sizes available in Men's and Ladies' styles, lenses, lens coatings, tints, etc. that will enable receipt of a complete and functional set of prescription eyeglasses. Visit OSP's website for contract details.

Contact for the Prescription Eyeglasses Contract is Marie Russell, telephone number (225) 342-8016 or email Marie.Russell@La.Gov.

News from the Furniture World



Contract No. 405971 for Mid Range Office Furniture became effective November 15, 2004. This contract allows agencies to obtain day-in and day-out furniture and is not designed to take the place of our "A" grade furniture. This contract is with The Hon Company and offers discounts off list prices on their complete catalog, excluding panel systems. The discounts off list price are as follows: Seating - 60.30%; Case goods - 59.5%; and Steel case goods - 64.3%. This catalog contract has a wide variety of selections.

We also have a statewide contract in place for Filing Systems (Mobile, Stationary, and Shelving) which allows for the purchase of filing systems from small Bookcases to large Mobile Filing Systems. The minimum discount on files is 48% off list price and includes design and installation. This Contract (No. 405953) is with Associated Office Systems and is for Spacesaver brand.

For more information on the above contracts, please call John Collins @ (225) 342-8031 or by email, John.Collins@La.Gov.

Kitchen Tools and Supplies



A new contract (No. 405847) is now in place for kitchen tools and supplies. It is a discount off catalog list price with Calico Industries.

Agencies are able to purchase a wide variety of items such as bakeware, cookware, tableware, and many more kitchen utensils.

Inquiries may be directed to Margaret Baird at (225) 342-8044 or via email to: Margaret.Baird@La.Gov.

Miscellaneous Grocery Contracts, T-Number 91778



Miscellaneous Groceries, T- Number 91778, has been awarded with an expiration date of December 15, 2005. This contract was revamped to allow vendors to bid on items for delivery to Ar-

reas 1-6, Areas 7-8, or statewide. A few of the resulting benefits are:

- More competitive pricing for statewide delivery on multiple items
- More vendor participation
- Commodities offered are consistent in all delivery areas

We continue to try to improve this contract to better meet the needs of the using Agencies. Please contact Gina Purpera at (225) 342-6963 or via email to Gina.Purpera@La.Gov with any requested changes, questions, or comments.

Listed below are the current contract numbers and successful vendors:

Tova Industries Inc.	406024 Areas 1-6 & 7-8
Pilgrim's Food System	406027 Areas 7-8
Geoghegan Bros.	406026 Areas 1-6 & 7-8
PA Menard	406029 Areas 1-6
Premier Food Service	406034 Areas 1-6 & 7-8
Groetsch Wholesale Grocery	406030 Areas 1-6
R&S International	406068 Areas 1-6 & 7-8
Lacassagne Inc.	406032 Areas 1-6
Pon Food Corporation	406025 Areas 7 & 8

Please visit OSP website for contract details.

Lawn Care/Golf & Turf, Agriculture, and Industrial Limited Equipment, Accessories and Parts



Statewide Brand Name Contracts are now in place for Lawn Care/Golf & Turf, Agriculture, and Industrial Limited Equipment, Accessories and Parts.

The Lawn Care/Golf & Turf, and the Agriculture Equipment Brand Name contracts can only be utilized for

Equipment, Parts and Accessories with a net dollar value of \$49,999 or less per item. Purchases from the Industrial Limited contracts can be for a net dollar value of \$69,999 or less per item. Any equipment, parts, or accessories that exceed these respective dollar limits, with the discount applied, must be competitively bid. Discounts against manufacturer's published price lists are the Unit of Measure on all of these contracts. Price lists have been submitted by vendors prior to bidding, and these same lists must be provided to agencies by contract vendors and/or their listed distributors or dealers upon agency request.

NOTE: Prior to placing your order on these contracts, you should always have in your file a copy of the price list referenced on the contract, from the vendor. Some vendors are supplying quotations to agencies without the price lists, but remember that these price lists are important for audit purposes. You should have the price list for the item(s) you are requesting, and then multiply the contract discount against that price for your net purchase order amount. A quote provided by the vendor, is acceptable, as long as you can verify that the price is correct. And, you are not to pay for any shipping costs!

If you would like more information on the Brand Name contracts available in the referenced areas, contact Lisa Sanchez, CPPB, at the Office of State Purchasing by phone (225)342-1302 or via email to Lisa.Sanchez@La.Gov. Upon request, she will provide you with a copy of the listing of these contracts which provides the brand, the contract number, the vendor who holds the contract, and the contract period.

Fire Extinguishers Refill/Recharging/Inspection/ Hydro-Testing

Statewide Contracts have been established and are set up by regions, as listed below.



405714 – Region 1
405715 – Region 2
405712 – Region 3
405716 – Region 4
405706 – Region 5
405707 – Region 6
405708 – Region 7
405709 – Region 8

If you do not know which Region your agency is in, go to OSP's website under Vendor Center for a map of the Geographic Regions or go directly to <http://www.doa.louisiana.gov/osp/vendorcenter/map.pdf>

If you have any questions regarding these contracts, contact Lelia Achée at (225) 342-8048 or e-mail her at Lelia.Achee@La.Gov.

Security Guard Service



The generic specifications for Security Guard Services have been put into the ISIS system and are in the TXLN screen under SECURI. This will be helpful to those agencies needing to solicit bids for security guard services. The specifications can now be a part of the solicitation generated by ISIS without having to be submitted as a separate Word attachment to the bid.

Agencies should submit their requisitions for renewal of all service contracts as soon as possible in order to allow sufficient time for processing and to ensure there is no lapse in service.

If you have questions, contact Linda Swaggerty at telephone number (225) 342-9752 or email Linda.Swaggerty@La.Gov.

2005 Model Vehicle Contract Website



The 2005 vehicle contracts will remain effective until June 30, 2005. Several models however, are already affected by factory cut off dates. The current deadlines for all vehicles as well as ordering guidelines and instructions are posted on our website at <http://www.doa.louisiana.gov/osp/contracts/vehicles/vehicles.htm>. It is advisable to check the status of the vehicle you are purchasing, prior to finalizing documentation, in the event posted dates have changed due to factory updates.

Some of you have had problems accessing the PDF files on the website. If this happens, it is recommended that you upgrade to the latest 7.0 version of Adobe Acrobat Reader in order to display the documents correctly. This upgrade is free from our website by clicking on "Navigating Tips" at the bottom of the vehicle contract web page.

If you have any questions or comments concerning any of the vehicle contracts, contact Don Fontenot at (225) 342-9200 or Don.Fontenot@La.Gov.

Ammunition / Guns

New contracts for Police and Prison Ammunition, Guns, and Miscellaneous Supplies have been awarded. For your information, contract numbers are listed below.

Ammunition and Guns: 405037, 405256, 405259, 405632, 405633, 405634, 405638, 406035, 406036, 406037, 406038, 406039, 406040, 406041, 406042, and 406043.

Misc. Supplies: 405292, 405627, 405628, 406049, 406050, 406051, 406052, 406053, 406054, 406055, and 406056.

If you have any questions, you may contact Lelia Achée @ (225) 342-8048 or by email to Lelia.Achee@La.Gov.

Lamps

The Statewide Contract No. 405713 for Incandescent, Fluorescent and HID Lamps has been renewed by Consolidated Electrical Distributors, Inc. for the period April 1, 2005 through March 31, 2006. Additionally, several LaMAS statewide contracts for electrical supplies are being considered for implementation.

If there are any comments, suggestions or requests regarding an Electrical Supply Contract or the Lamp Contract, please contact Scott Underwood at telephone (225) 342-8036 or by email to Scott.Underwood@La.Gov.

Quotable

Work

*Caring about our work,
liking it, even loving it,
seems strange when we see work only as a
way to make a living.*

*But when we work as the way to deepen and
enrich all our experiences, each one of us can
find this caring within our hearts, and waken it
in those around us, using every aspect of
work to learn and grow.*

- Tarthang Tulku



***Please remember to keep
your purchasing department's
contact information current
by emailing your updates to:***

[OSP Webmaster](#)

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**Denise Lea, Director
Office of State Purchasing
Editor: Caroline Eidson**

Tel: (225) 342-8010

Fax: (225) 342-8688

Office of State Purchasing

***Your comments, questions and
suggestions are welcome!***